

Leaders Make A Difference, NOT Excuses!

Command Voice

Volume 2, Issue 2

Family Support & Information Newsletter Supporting HQ Co, 306th MI Bn

Feb 2002



1LT Mindee Summers -
Unit Alcohol and Drug Offi-
cer - 533-3025



PFC Steven Monahan -
BOSS Representative;
Repair and Utility Repre-
sentative - 533-3326



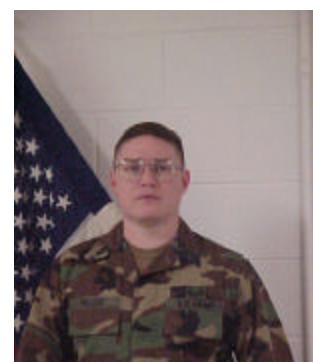
SGT Tad Daily - Unit EMT
and Combat Lifesaver
Trainer - 533-5615



SGT Anita Francis -
Safety NCO; Voting Offi-
cer - 533-2009



SGT Carmela Whited -
Unit Prevention Leader -
533-8061



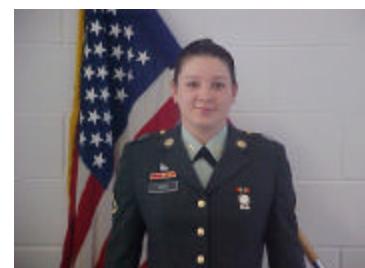
SFC Jeffrey Hellen - Training NCO;
Information Assurance Security
Officer; EOR - 533-3800



SGT Steven McDougle -
Retention NCO; Special
Population PT NCO; Alter-
nate UPL - 533-2084



SSG Kelvin Jones - Housing
Area Coordinator; Health Advi-
sory Council Representative -
533-1002



PFC Heather Reep - Din-
ing Facility Advisor Coun-
cil Representative - 533-
0570

Visit us on-line at <http://usaic.hua.army.mil/112web/306hq/>

Commander's Column



Happy New Year
Headquarters Company!

We've hit the ground
running in 2002. I want to thank
everyone for making 2001 a great
year. We rounded it out with our
unit holiday party held in
conjunction with the Comanches

from Charlie Company, 1/185th Infantry Battalion. Many folks were responsible for the great turn out of a fun and responsible evening. SGT Feuster, BN S1, and Mrs. Parrish, Charlie Company, were instrumental in the planning and legwork for the party. SPC Cooper, Chapel, headed up the children's activities. PFC Reep, SJA, and PFC Monahan, BN S4, made some great cut outs for pin the nose on Rudolph and a bean bag toss. SFC Baker, writer of *PVT Murphy's Law*, sketched the cut outs, so we now have some great works of art. The Headquarters Company and Charlie Company FRGs made \$289 each that evening at a raffle and pie throw. Special thanks to SFC Lopez for not dousing me with a pie.

HQ Company also executed its first staff ride to Fort Bowie during the end of the year. Soldiers traversed the area back into the former outpost. Everyone practiced their briefing skills and discussed the advantages and disadvantages of the terrain. Soldiers also focused on the principles of war in application to the Battle of Apache Pass as well as applying lessons learned to current events.

We are in the middle of second quarter and are heavily focused on the first mission essential task - *preparing soldiers for worldwide deployment*. This is a clear task as depicted by basic soldier skills - it is the core of being a soldier. It is far too easy to slip out of the mindset of being a soldier ready to deploy. In order to ensure that we are battle-focused the NCOs have arranged outstanding training this quarter, kicking it off with a day long CTT FTX. SFC Hellen, Company OPS, served as the NCOIC, ensuring that soldiers tested in a realistic and challenging environment, complete with direct and indirect fire throughout the land navigation course. SSG Copeland, BN S1, finished the course first, followed closely by the

Command Group Team of SPC Brown and PFC Donahue. I think their remarks of "too easy" will make me kick up a notch for the July CTT FTX!

The quarter is going to be rounded out with two of my favorite training events - M16 marksmanship and the grenade assault course. 1LT Van Duren, Command Group, is the OIC and SSG Taylor, SJA, is the NCOIC. I have already received the OPORD brief and they are locked and cocked. The focus is not only for sergeants and below to qualify, but to ensure all soldiers receive good hands on marksmanship training and ample qualification time. We will follow that up with the lead of CPT Harvey, BN S3, and SSG Copeland, BN S1, running the grenade assault course. It should be physically challenging and rewarding for all. Soldiers will also receive concurrent hands-on training for the PMCS of a M998 and a SINGCARS radio.

The second side of the coin in preparing for worldwide deployment is ensuring that soldiers' families are also adequately prepared. Fort Huachuca has a plethora of programs that assist families in self-sustainment when a soldier leaves for any amount of time. Army Community Services is a wealth of support and information. Just a few of the available services are the lending closet, dependent employment, budget counseling and the Army Emergency Relief (AER). ACS on Fort Huachuca can be reached at 533-2330. You can check out the Army ACS website at <http://trol.redstone.army.mil/acs/virtual2/>.

AER is a great asset for soldiers. I have

(Continued on page 5)

STAFF:

Commander:
CPT Jennifer J. Smith-Heys

First Sergeant:
1SG Alex R. Burden

Operations & Training:
SFC Jeffrey A. Hellen

Editor:
SFC Jeffrey A. Hellen

Top's Corner



Headquarters Soldiers and Family Members,

I owe a great amount of credit for the successes of this past quarter to SFC Lopez, Quality Assurance Office. Due to a potential terminal family matter that required my presence and a

personal physical condition that required surgery, I was completely out of the company area for nearly two months. SFC Lopez eagerly stepped up to the plate, accepted the challenge, and ensured that the company's mission continued. So, a big thanks to SFC Lopez and the Quality Assurance Office for the enormous amount of support provided during my absence.

I finished the last newsletter by tasking our NCOICs to focus on four things: First, was to make sure that "all" soldiers were being counseled properly and in a timely manner and were being recognized for their hard work. Second, was to ensure a leader's book was created for every soldier. Third, was to implement a solid plan to develop subordinate soldiers and junior NCOs to perform at the next higher level. Fourth, was to take proactive measures to improve the overall physical fitness condition of "all" soldiers. Now with that stated, during the coming quarter, I will initiate a very aggressive, systematic, approach to assess and evaluate your progress in the above-mentioned areas. I'll be coordinating with each section NCOIC and OIC to schedule a time to review each soldier's counseling packet and leader's book.

NCO development is a very high priority of mine. I've already begun to task NCOs to lead company training events, i.e., SSG Taylor, Staff Judge Advocate Office, will be the M16A2 Range NCOIC on 16 Mar 02 and SSG Copeland, Battalion Staff, will be the Grenade Assault Course NCOIC on 19 Mar 02. These tasks require a large amount of courage, self-discipline, motivation and a lot of hard work. It's a learning process and I expect it to be challenging and maybe even stressful. I'm ultimately still responsible for the success of all training events –

especially those that I've delegated to deserving NCOs. So rest assured I will not let any of you fail. I'll assist you with the delegated tasks when needed but the assignment is fully yours. You're free to use creativity to fulfill delegated responsibilities. Remember, it's a lot tougher to teach someone how to complete a task and to be successful versus doing the job ourselves. But as NCOs, we're in the teaching business – it's our responsibility to train others to someday take our place. If there are any upcoming training events that you're specifically interested in and would like to volunteer for and take charge of, don't hesitate to speak up, even if it's something you've never done before. [Here's a perfect example:](#) PFC Moro, Main Post Chapel, enthusiastically expressed an interest of how to conduct a company level APFT. As a result, he served as the NCOIC during our last APFT on 07 Feb 02 and he did an outstanding job! Keep leading from the front PFC Moro!

As for PT, the Commander and I have already initiated a development program by allowing each section to lead company level physical training for a month at a time. We've already noticed a significant improvement in the APFT scores and have been impressed with the amount of esprit de corps during PT sessions. Great job! We hope that this decision will continue to add variety and allow our NCOICs the opportunity to train their subordinates on how to conduct a PT session. In addition, effective March 2002, SGT McDougle, Post Retention Office, is our new Special Population Physical Training NCO.

Last, but definitely not least, a lot of focus has been directed to the Army Family Team Building (AFTB) program. I challenge all soldiers, their spouses, and the civilians assigned to Headquarters company to complete the Level 1 AFTB training by going to www.aftb.org. My wife and I completed ours together and we actually enjoyed the training and found the information to be useful and interesting.

I'll end with two quotes from President Lincoln: "If you never try, you'll never succeed" and "The best leaders never stop learning."

Leaders Make a Difference – Not Excuses!!

Command Voice

The *Command Voice* is an authorized unofficial family support and information newsletter published under the provisions of AR 360-81. Reproduced at the Fort Huachuca printing office, *Command Voice* serves as an information medium for the soldiers and families of Headquarters Company, 306th Military Intelligence Battalion. Opinions expressed in *Command Voice* do not necessarily reflect the opinions and policies of the Department of Defense, Department of the Army or any of their Commands, agencies or affiliates. Material selected for publication is subject to editing. Manuscripts and photos submitted for consideration should be sent to: Commander,

HQ Co, 306th MI BN
ATZS-BDN-H
Fort Huachuca, AZ 85613 or
(520)533-2766 First Sergeant

What's New

What's New

Promotions:

CPT Deichert

SSG Vassallo

SSG Taylor

SGT Beal

SGT Hemsworth

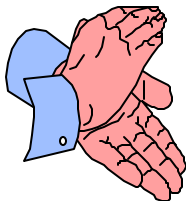
SPC Cooper

PFC Donahue

PFC Nix

PFC Jefferson

PFC Moro



Soldier/NCO of the Month

SPC Jolin was Company Soldier of the Month for January.

SGT Francis was Company NCO of the Month for February.

PFC Reep was Company Soldier of the Month for February.



Course Graduates:

SGT Beal - PLDC

SGT Francis, SPC Scott, PFC Moro - Combat

Lifesaver

SGT Daily - Emergency Medical Technician

CPT Deichert, SGT Bluster - Tax Assistance Course

SPC Jolin, PFC Turner – NBC School

SFC Moorer, SFC Bryant, SFC Buniack - Alternative Dispute

Resolution

Births:

None to report!



Hails:

CH (MAJ) Nitschke - Chapel

CPT Fenske - Command Group

CH (LTC) Koppell - Chapel

SGT Hemsworth - Chapel

PFC Donahue - Battalion S-4

CPT Porter - Battalion S-3

PFC Wilburn - Chapel

SPC Nguyen - Battalion S-1

SSG Magwood - Battalion S-3

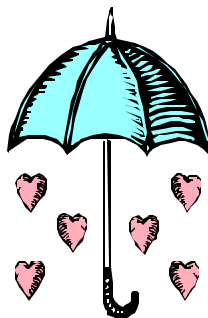
SSG Bulger - Battalion S-3

CPT Merithew - SJA

PV2 Rowe - Battalion S-4

SPC Flower - Battalion S-3

SGT Thompson - Command Group



Farewells:

1LT Salazar - SJA

CH (MAJ) Agnew - Chapel

SPC Osemota - Battalion S-1

SGT Prier - SJA

SPC Smith - Battalion S-1

CH (MAJ) Copeland - Battalion Chaplain

1LT Nazareth - Battalion S-3

SFC Harbor - Battalion S-3

Battalion CSM's Corner



CSM Donald E. Grubbs

Greetings to all the soldiers and family members of Headquarters Company, 306th Military Intelligence Battalion. I am very happy to be serving the soldiers of HQ Company as their

Battalion Command Sergeant

Major. I arrived on Fort Huachuca on 01 November 2001, and my wife, Lisa, and my son, Chris, will be arriving later on this summer. I must say that I was received with open arms, and that the support I got during my inprocessing was truly outstanding. I look forward to working with all of you over the next several months. I believe that soldiers are our most important asset, and I have been given the great responsibility of taking care of our most important asset . . . AND I WILL. I am available 24 hours a day, seven days a week to assist our soldiers and their families. I look forward to providing leadership, guidance, and assistance whenever needed. Thanks for allowing me to be a part of this great team.

DEEDS NOT WORDS

DEC

Are you a card-carrying member of *Put Prevention Into Practice?*

This is a great service on the installation which allows a soldier or a family member (whoever attends the mandatory training) to draw up to 5 items a day of over-the-counter medicines from the pharmacy. The training is held every Tuesday from 1300-1500 at Murr Recreation Center for new soldiers and their families upon their arrival to Fort Huachuca. What is so great is that families can save money on items that they are purchasing elsewhere. Some of these items are cold medicines, antibiotic ointment, and eye drops. The POC for this beneficial program is Mr. Hooper at 533-1204. If there is interest in assembling a class in the evening or on the weekend with childcare assistance, please contact 1SG Burden at 533-2766 or CPT Smith-Heys at 533-2357.

(Continued from page 2)

personally seen the Fort Huachuca AER assist our soldiers time and again for necessary items such as food, car repair and transportation in emergency situations. The AER campaign runs from 1 March - 15 May. Each section will have a representative who will ensure all members of Headquarters Company have an opportunity to excel and assist folks within the unit.

Finally, the Army Family Team Building Program is being emphasized and the command is asking that all spouses partake of the level one training. There are several ways to do this. One way is to access the training on-line at <http://www.aftb.org>. Please see the enclosed article by Mrs. Kate McDougale, Post Retention, which discusses the benefits and challenges of the training. 1SG Burden remarked even he and his wife received something from the training. There is also a day class being offered on 2 March at Murr Rec Center. For more information you can contact Karla Grosinsky at 533-3686. If there is enough interest in doing a once-a-week evening class, please let me know and I can arrange them.

The company produces quarterly newsletters to ensure that all members of HQ Company are informed of what great things we have been doing, what are the upcoming events, and perhaps to offer some insight into the company's and battalion's leadership philosophy. I encourage soldiers and family members to submit articles and/or pictures for inclusion in the newsletter or website.

Take care of yourself and each other in the New Year!

"Leaders Make a Difference, Not Excuses."



A portion of HQ Co took a Staff Ride to Fort Bowie on 18 Dec 01. As you can see, a good time was had by all!

Recognizing Great Soldiers!



Left: 1LT Deichert receives his Captain's bars.

Below: The S-4 shop gets a round of applause for their efforts during the CTT FTX.

Below: PV2 Jefferson pins on PFC (with a little help).



Above: Promotions for everybody! Congratulations to SGT Hemsworth, SPC Cooper, and PFC Moro.

Above right: SPC Hemsworth joins the NCO Corps.

Right: SFC Alberto Lopez receives some well-deserved thanks after serving as HQ Co 1SG for December 2001 and January 2002.



Equal Opportunity Complaint Procedures

by SFC Jeffrey Hellen, Alternate Company Equal Opportunity Representative

Although most soldiers don't seem to understand the system, the Equal Opportunity (EO) complaint procedure is actually fairly simple once you've learned how the system works.

The first thing you must decide is whether or not a soldier been a victim of discriminatory or harassing behavior. This is something that a soldier must decide for him or herself, but the soldier may always contact the unit's EO representative or advisor, or call the EO office directly. Any of these personnel can help the soldier determine whether or not the situation calls for an EO complaint.

Whether or not the EO personnel are called for help, the soldier may handle the problem in three ways: direct action, informal complaint, or formal complaint. Note that the soldier doesn't have to work through these levels; any problem can be immediately reported by a formal complaint. However, it's recommended that the victim attempt to resolve the problem at the lowest possible level.

In direct action, the soldier simply handles the problem him or herself by telling the other party that his or her actions are offensive and that they need to stop. If the harassment or discrimination doesn't stop, or the soldier doesn't feel comfortable confronting the other party, an informal or formal complaint may be lodged.

Informal complaints normally involve the chain of command at a fairly low level; up to but normally not beyond the company commander. The victim discusses the problem at the desired level and requests action be taken to stop the harassment or correct the discrimination. The chain of command will take the appropriate action based on the information available. The extensive written records involved with the formal complaint aren't usually maintained, but the other party may receive formal counseling or other actions.

If neither of the above complaint procedures result in a satisfactory outcome for the soldier, or if the

soldier feels the problem is severe enough to warrant it, a formal complaint may be filed. The soldier must file a formal, written complaint on a DA Form 7279-R through one of the following agencies:

Chain of Command
Equal Opportunity Advisor
Inspector General
Housing Referral Office
Judge Advocate General
Military Police or Criminal Investigator
Chaplain
Medical Agency

The complaint must be filed within 60 days of the incident; if the complaint is filed later it will be investigated at the commander's discretion. The receiving agency has 3 calendar days to act on the complaint; that is, start an investigation. (The IG is an exception to this; they follow normal IG procedures.) The commander or investigating officer has 14 calendar days to investigate the incident and report the outcome of the investigation and action taken to the victim. Note that the next higher commander may approve a 30 day extension to the investigation if necessary, but also note that further extensions require a general's approval.

If the soldier isn't satisfied with the outcome of the investigation or action taken, he or she has 7 calendar days to appeal to the next higher commander, who has 14 calendar days to complete an investigation. Final decisions on complaints rest with the unit's general court-martial convening authority.

30 days after the final decision on the complaint a follow-up is conducted by the unit's EO advisor on all EO complaints (substantiated or not). This allows the unit to determine the effectiveness of corrective actions and detect and deter any attempts at reprisals. (Note that reprisals should be reported immediately to the chain of command or the EO advisor.) Once the follow-up is completed, but no later than 45 days after the final decision, the follow-up report is submitted to the commander.

As you can see, the EO complaint procedure can be involved for those investigating the complaint, but the system is designed to allow the soldier to easily seek help. If anyone needs more information on the

(Continued on page 8)

(Continued from page 7)

EO complaint procedures or EO in general, contact the company or battalion EO representatives, or the brigade or post EO advisors.

HQ Co EO Representatives:

SSG Gaynor – 533-1231

SFC Hellen – 533-3800

306th MI Bn EO Representative:

SSG McCullum – 533-5213

112th MI Bde EO Advisor

SFC Bryant – 533-0533

Fort Huachuca EO Office:

SFC Moorer – 533-1717

Equal Opportunity: Promoting



i
n
f
i

Visit the Post EO office online
at [http://huachuca-
www.army.mil/EO/INDEX.HTM](http://huachuca-
www.army.mil/EO/INDEX.HTM)

HQ Co soldiers take a break after finishing the cross-country portion of the CTT FTX on 15 January.



Army Family Team Building (AFTB) Information

I found taking the AFTB level I class on-line to be informative, interactive and fun. The information I learned helped me gain a better understanding about what is expected from me as an Army spouse, and also what programs are available in order to provide help if needed.

For a person who is not so computer savvy, I found the web site easy to maneuver, although I did have a problem with finding the link to the training center. (It's to the bottom right.) The class took about 45 minutes, and I found each lesson easy to read and understand. Level I consists of nine lessons, that range from the proper attire to wear to a military function, how to read a Leave and Earnings Statement (LES), learning the Chain of Command, and how to tell military time. The lessons are available in both English and Spanish at www.aftb.org. Once finished, a Certificate of Completion will be sent to your home, after an e-mailed request is made to www.aftbcertificate@defenseweb.com. If you do not have a computer in your home, there are computers with internet access available at the ACS and the post library.

The greatest part of completing this training is the gained knowledge and confidence of learning what it is to be an active part of the Military family.

Best of luck with your training,

Kate McDougale

The AER Campaign kicks off 1 March. Section representatives are SFC Hellen (Reserve/Retention), SSG Copeland (Bn Staff), MSG Manigault (QAO), SSG Taylor (SJA), SGT Drye (Chapel), and MSG Taylor (IG/EO). Contact your section rep for more information or to make a contribution.

Upcoming Family Readiness Group (FRG) Information

The BN FRG is hosting a FRG meeting at Murr Recreation Center on 12 March at 1830. There will be an initial icebreaker with potluck supper. Bring the your favorite dish. There will be activities for the kids, also.

Are you interested in heading up the company FRG? Headquarters Company is looking for a volunteer interested in leading this worthwhile organization. The FRG currently has a small amount of funds to help focus the program. If interested, please contact CPT Smith-Heys at 533-2357.

The company has started an email distribution list for family members, if you would like to be kept in the loop with the latest company, battalion and post information, please send your email address to CPT